

Critique Leader's Checklist

Critique No.:			
Name of Critique Leader:			
Date and Time of Critique:			
Description of Event:			
 Date and Time of the Event:			
Identify Occurrence Report Number (e.g., ORPS, NTS, etc.), if applicable:			
Report Originator, if applicable:			
Critique Item	Completed		
	Yes	No	N/A
PREPARE FOR CRITIQUE MEETING			
1. Invite the following to the critique, as applicable:			
• Facilitator (may be Critique Leader)*			
• Scribe (to record meeting minutes/notes and prepare critique summary)*			
• All staff involved in the event or operation*			
• Report originator, if appropriate			
• Appropriate subject matter experts			
• Supervisors of the staff who were involved in the event or operation			
• The DOE/Brookhaven Group (BHG) facility representative			
<i>* Required team members</i>			
2. Instruct team members to bring the following items, as appropriate:			
• Work procedures or other documents that control the work related to the event			
• Written personal statements			
• Other supporting materials such as other documents, records, photographs, design drawings, logs, parts, etc.			
CONDUCT CRITIQUE			
3. Give Overview of Critique Process to Team Members:			
• Distribute meeting agenda			
• Introduce team members			
• Describe critique purpose (i.e., fact-finding, not fault-finding)			
• Give charge/scope of critique (expected tasks, outcomes, and completion time)			
4. Establish Chronology of Event:			
• Prepare a chronology of individual events leading up to and following the main event			
• For a successful special event, identify special operations that made the success			
• Ensure that this part of the critique does not involve development of methods to "solve the problem."			
5. Analyze the facts. Include the following, as appropriate:			
• Identify the causal factors			
• Identify any lessons learned			
• Develop recommended corrective actions			
• Recommend roles and responsibilities for carrying out follow-on activities			
• Identify possible further improvements for a successful special event			
VALIDATE CRITIQUE RESULTS			
6. Prepare draft critique summary and distribute for review and comment. Include:			
• Line Manager			
• All Team Members			
• All non-team persons named in the draft critique summary			
7. Prepare final critique report:			
• Make appropriate corrections to summary			
• Incorporate summarized review comments into summary			
• Sign final critique summary			
• Compile all documentation prepared or gathered during the critique into a final critique report			
CLOSEOUT CRITIQUE			
8. Forward final critique report to Line Manager with recommended final distribution list.			